

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

HRM 9362.1
September 9, 2016

GSA ORDER

SUBJECT: GSA's Pathways Programs

1. Purpose. This Order issues and transmits GSA policy governing the use of GSA's Pathways Programs, and the appointment and employment of individuals under the three Pathways Programs, i.e., Intern Program, Recent Graduates Program and Presidential Management Fellows (PMF) Program. It authorizes GSA to make appointments under Schedule D in the excepted service to any Pathways Program, and provides guidance establishing GSA's plan for recruitment, selection, appointment, and employment in the Pathways Programs in accordance with Title 5, United States Code (USC), Sections 3302 and 2301(b)(1), and the Code of Federal Regulations, 5 CFR Parts 213, 302, and 362. It also defines requirements for non-competitive conversion to the competitive service upon successful completion of Pathways Programs requirements.

2. Background. Executive Order (EO) 13562, Recruiting and Hiring Students and Recent Graduates, was signed by President Barack Obama on December 27, 2010, creating the Pathways Programs as a solution to undo the "complexity of the rules governing admission to the career civil service" which "creates a barrier to recruiting and hiring students and recent graduates." The Pathways Programs are part of the overall hiring reform through which the Federal Government seeks to streamline and improve the Federal hiring process, and specifically enable the Federal Government to compete effectively for students and recent graduates.

The Intern Program is for current students. It replaces and is modeled after the former Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). The Recent Graduates Program is a new program designed to provide developmental opportunities in Federal employment for individuals who have recently graduated from qualifying educational institutions or programs. The PMF Program remains in existence with revisions.

3. Scope and applicability. This policy applies to all appointments made to Pathways Programs positions in the excepted service under Schedule D, as defined in 5 CFR § 213.3402 in GSA's Central Office and all Regional Offices. Where topics are not specifically addressed, the provisions of 5 CFR 362 govern GSA's use of the Pathways Programs.

a. The Office of Inspector General (OIG) has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App.3), as amended (Inspector

General is authorized “to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General”) and GSA Order ADM P 5450.39D GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 (“the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]” and GSA determinations/delegations do not limit that authority). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

b. The Office of Inspector General (OIG) will follow the provisions of this policy to the extent that they are consistent with the OIG’s independent personnel authority. Accordingly, the OIG will provide information to GSA to meet any reporting requirements, but the OIG does not need approval from any GSA manager or board regarding any aspect of the OIG Pathways Programs. Rather, the OIG is responsible for ensuring compliance with applicable requirements for OIG Pathways Programs participants, consistent with this Policy and the OIG Performance Management System.

4. Cancellations. This Policy cancels CPO IL-12-03, GSA’s Plans for Pathways Programs dated July 2, 2012, extended on June 24, 2015.

5. Nature of revision.

a. Provides for the use of the Administrative Careers with America (ACWA) assessment or a valid, approved alternative assessment for positions covered by the Luevano Consent Decree.

b. Establishes U.S. citizenship as a requirement for program participation;

c. Defines requirements for recruiting Presidential Management Fellows;

d. Establishes requirement to provide performance feedback to all Pathways employees;

e. Establishes a performance feedback template for use with Pathways Interns appointed for less than 120 days.

6. Implementation under this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

7. Signature.

/S/_____
ANTONIA T. HARRIS
Chief Human Capital Officer
Office of Human Resources Management

GSA's Pathways Programs

1. Introduction. Pathways Programs are used in recruitment strategic planning as a strategy for building a diverse, high-performing talent pipeline to ensure the agency's continued ability to execute its mission. The following is the General Services Administration (GSA) Pathways Programs Policy, and provides guiding principles for use of the program.

It is the policy of the General Services Administration to:

- a. Conduct strategic recruitment and hiring based on thorough workforce analysis and planning to identify and close skills gaps;
- b. Recruit and hire from diverse talent pools to ensure a diverse and inclusive workforce, reflective of the nation we serve, to carry out the Agency mission and goals;
- c. Use Pathways Programs to supplement traditional hiring (*i.e.*, delegated examining and merit promotion) programs to recruit and develop a high performing talent pipeline to close Agency workforce gaps and meet succession planning needs;
- d. Conduct all recruitment and hiring activities in accordance with merit system principles while avoiding prohibited personnel practices;
- e. Provide equal employment opportunity in all employment actions; and
- f. Ensure transparency in all hiring programs.

2. References.

- Title 5, CFR, Part 362, Pathways Programs
- Title 5, Code of Federal Regulations (CFR), Part 330, Recruitment, Selection and Placement (General)
- Title 5, CFR, Part 302, Employment in the Excepted Service
- Title 5, CFR, Part 213, Excepted Service
- Pathways Programs Memorandum of Understanding (MOU) Between Office of Personnel Management (OPM) and GSA, July 8, 2014

3. Procedures. Instructions for compliance can be found in Appendix A.

4. Roles and responsibilities.

a. Office of Human Resources Management. The Office of Human Resources Management is responsible for the overall administration and management of GSA's Pathways Programs.

b. Executive Resources Board (Chief Human Capital Officer). Certifies in writing that the PMF met all requirements of the Program for conversion to a position in the competitive service, including performance and developmental expectations set forth in the individual's performance plan and IDP.

c. Talent Acquisition Center of Expertise. The Talent Acquisition Center of Expertise will:

(1) Develop policy governing the implementation, administration, and use of the Pathways Programs at GSA;

(2) Provide program direction to GSA servicing Human Resources offices;

(3) Provide program oversight and ensure that all managers and supervisors are aware of the program's requirements and carry out their responsibilities related to the program and participants within their organizations; and

(4) Monitor and assess Pathways Programs operations, by conducting periodic program reviews and report results to the OPM, as required.

(a) GSA Pathways Programs Officer. The GSA Pathways Programs Officer administers GSA's Pathways Programs, including:

1. Coordinating and providing guidance on recruitment and on-boarding processes for Pathways Programs participants to ensure consistent practices are followed;

2. Coordinating Pathways Programs plans with stakeholders and other hiring plans (e.g., Merit Promotion, Employment of People with Disabilities);

3. Serving as liaison with OPM, for example, to provide updates to OPM on Pathways Programs implementation, obtain clarification on program issues as necessary, and share best practices;

4. Reporting to OPM as required by GSA's Pathways Memorandum of Understanding (MOU) with OPM; and

5. Defining criteria for requesting and approving extensions for Recent Graduates and PMFs of up to 120 days of appointments authorized under Pathways.

(b) GSA PMF Program coordinator. The GSA PMF program coordinator coordinates the placement, development, and other program-related activities of PMFs.

d. Office of Human Resources Services (HRS). The Office of Human Resources Services will:

(1) Review and approve or disapprove requests to consider up to 320 hours of non-federal intern experience comparable to Pathways intern experience for conversion of an intern to a position in the competitive service;

(2) Review and approve or disapprove requests to appoint non-citizen candidates to the Pathways Programs; and

(3) Review and approve or disapprove requests to extend a Recent Graduates or PMF program appointment for up to 120 days.

(a) Service Center Directors will:

1. Review and approve or disapprove requests to waive up to 320 hours of the 640 required hours of intern work experience; and

2. Review and approve or disapprove requests for a break in the Intern Program.

(b) Servicing Human Resources Offices (HROs) will:

1. Ensure that HRO staff members understand the requirements, intent, and operations of the program, and provide accurate and appropriate guidance and assistance to management and employees;

2. Perform recruitment activities and process personnel actions to appoint individuals hired;

3. Assist supervisors and Pathways participants, as necessary, in the preparation of the Individual Development Plan (IDP) for each Pathways participant within required timeframes;

4. Assist supervisors, as necessary, in developing performance plans and ensure adherence to GSA's Performance Management System relative to evaluation of Pathways participants' performance on the job;

5. Assist supervisors and Pathways participants in completion of the required Pathways Participant Agreement upon appointment to a Pathways Program; and

6. Process, document, and track breaks in the Intern Program.

e. GSA Heads of Service and Staff Offices (HSSOs). HSSO's will:

(1) Determine positions to be filled through Pathways Programs based on workforce analysis and planning; and

(2) Establish internal procedures as needed to ensure the successful appointment, training, and developmental experience of Pathways participants.

(a) Hiring managers and supervisors. Hiring managers and supervisors will:

1. Prepare an IDP for each Pathways participant serving an appointment expected to last 90 days or more that contains an overall plan of development, training activities, and competencies the Pathways participant must attain by the end of the program; IDPs will be established within the first 45 days of appointment and be consistent with critical elements and performance standards of the position;

2. Issue critical elements and performance standards as required by GSA's Performance Management System;

3. Identify and assign mentors to Pathways recent graduates and Presidential Management Fellows programs participants;

4. Plan assignments according to the requirements of the IDP to enhance development of the participant, including scheduling training and rescheduling or substituting developmental activities when necessary;

5. Ensure that all program participants receive training, provide the resources necessary to fulfill the requirements of the IDP, and discuss each training and developmental activity with the participant upon completion;

6. Evaluate performance and ensure that the participant has a clear understanding of the evaluation, and provide counseling and guidance when performance is determined to be less than satisfactory in accordance with GSA's Performance Management System;

7. Make determinations and initiate action to convert or not convert a program participant upon completion of the specific Pathways Program requirements; and

8. Ensure that a participant agreement is completed and updated as necessary for each Pathways Programs participant and provide a copy of signed agreement to each party to the agreement and to servicing HR office.

(b) Pathways Programs participants. Pathways Programs participants will:

1. Adhere to all provisions of the Participant agreement between the participant and employing agency;

2. Participate with the supervisor in developing his or her IDP and comply with all requirements established in the IDP;

3. Maximize developmental experiences and training opportunities to meet objectives established for the position in the IDP;

4. Carry out all assigned tasks and other requirements of the program;
and

5. Make genuine efforts to remedy any deficiencies noted by supervisor.

(c) Mentor. The mentor meets regularly with the Pathways Programs participant with whom he or she is paired to serve as a trusted advisor and provide a different focus or perspective from the technical emphasis on the job and oversight that the supervisor and/or trainer provide. The frequency of meetings is determined by mutual agreement, but at least monthly.

5. Records and forms. Sample Pathways Programs participant agreements and other forms can be found beginning at Appendix B.

6. Evaluation and recordkeeping. Use of the Pathways Programs is subject to review by OHRM's, Office of Human Resource Strategy and Services, Talent Acquisition Center of Expertise, for Accountability and Strategic alignment. These reviews will be comprehensive and will include, but are not limited to, the examination of: compliance with all regulatory requirements; compliance with agency and OPM policies and guidance; and alignment with agency strategic plan and workforce goals. These reviews will be part of the agency's Human Capital Framework (HCF), which studies the human resources management systems to ensure the authorities are used correctly in accordance with law, regulation, and Agency Plan and are used efficiently and effectively.

Appendix A. Instructions for Compliance

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CHAPTER 1. THE GSA PATHWAYS PROGRAMS AND GENERAL PROVISIONS

1-1. The GSA Pathways Programs and general provisions. The Pathways Programs were created to allow the Federal Government to compete effectively in the job market with other employers for students and recent graduates. The Pathways Programs are intended to offer Federal internship opportunities for students and civil service career opportunities for recent graduates. Employment under the Pathways Programs will provide training, mentoring, and career-development opportunities for students and recent graduates and will enable agency employers to evaluate students and recent graduates on the job to determine whether they are likely to have successful careers in Government.

Certain aspects of the Pathways Programs are common to the Intern Program, Recent Graduates Program, and Presidential Management Fellows (PMF) Program. This chapter addresses the overarching requirements of the three programs and GSA's policy and requirements to implement and utilize the Pathways Programs. Refer to chapters entitled "The Intern Program," "Recent Graduates Program," and "Presidential Management Fellows (PMF) Program" for features and requirements that are unique to each program.

1-2. Adherence to merit principles. GSA will provide equal employment opportunity in all actions taken under the Pathways Programs. All actions under the Pathways Programs will be based on merit and made without regard to race, ethnicity, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation, genetic information or any other non-merit-based factor.

1-3. Workforce planning. GSA organizations will ensure that workforce plans identify sufficient numbers of positions to allow for the conversion of Pathways Programs participants who successfully complete the program into which they were hired.

1-4. Qualifying education. Regulations governing the Pathways Programs identify qualifying education which program participants must be pursuing or have completed for eligibility in a Pathways Program. The definition of "qualifying educational institution" includes certain home school curricula. To be included, secondary home school programs must be recognized by the state or local government oversight agency. For post-secondary, vocational, or technical home school programs, the curricula must be accredited by an accrediting organization recognized by the U. S. Department of Education. For additional information, refer to the U.S. Department of Education web site at <http://www.ed.gov>. Students participating in these recognized home-school curricula may apply for consideration under the Pathways Programs. Since requirements and standards for homeschooling vary from state to state, servicing HR offices must determine the eligibility of a home-schooled student applicant as defined by the state of residence.

a. Secondary education. To qualify, a public high school curriculum must have been approved by a State or local governing body. A private school that provides secondary education as determined under state law and a home-school that is allowed to operate in a state also qualify.

b. Post-secondary education. Educational institutions or curricula listed below must be accredited by an accrediting body recognized by the Secretary of the U. S. Department of Education to be qualifying education.

- (1) Technical or vocational school;
- (2) 2-year or 4-year college or university;
- (3) Graduate or professional school (e.g., law school, medical school); or
- (4) A post-secondary home-school curriculum.

c. Certificate programs. A certificate program consists of post-secondary education, in a qualifying educational institution, equivalent to at least one academic year of full-time study, that is part of an accredited college-level technical, trade, vocational, or business school curriculum. "Short-term" training programs (e.g., several 2-week programs completed or class sessions attended over a period of 2 years) are not considered an academic course of study. Acceptable certificate programs are those earned at accredited vocational or technical schools.

1-5. Memorandum of Understanding (MOU). Before making appointments under any of the Pathways Programs, GSA will enter into a MOU with the OPM. The MOU must be renewed every 2 years and:

a. Include information about any GSA-specific program labels that will be used, subject to the Federal naming conventions identified in 5 CFR § 362.101 (e.g., OPM Internship Program);

b. State the delegations of authority for the GSA's use of the Pathways Programs;

c. Include any implementing policy or guidance that GSA determines would facilitate successful implementation and administration for each Pathways Program;

d. Prescribe criteria and procedures for GSA-approved extensions for recent Graduates and PMFs, not to exceed 120 days. Extension criteria should be limited to circumstances that would render GSA's compliance with the regulations impracticable or impossible;

e. Describe how GSA will design, implement, and document formal training and/or development, as well as the type and duration of assignments, and necessary exceptions for short term temporary work, such as summer jobs;

f. Include a commitment from GSA to:

- (1) Provide to OPM any information it requests on GSA's Pathways Programs;
- (2) Adhere to any caps on the Pathways Programs imposed by OPM;

(3) Provide information to OPM about opportunities for individuals interested in participating in the Pathways Programs, as required by 5 CFR Part 362;

(4) Ensure adherence to the requirements for accepting applications, assessing applicants, rating and ranking qualified candidates, and affording veterans' preference in accordance with the provisions of 5 CFR Part 302;

(5) Provide a meaningful on-boarding process for each Pathways Program; and

(6) Provide Pathways participants with appropriate training to facilitate successful job performance.

g. Identify GSA's Pathways Programs Officer (PPO); and

h. Identify GSA's PMF coordinator responsible for administering the PMF Program and serving as a liaison with OPM.

1-6. Individual participant agreement.

a. GSA must enter into a written agreement (see Appendix B) with each Pathways Programs participant it employs, defining the roles and responsibilities of each party to the agreement. GSA requires the educational institution be a party to any agreement between GSA and a Pathways Program participant in the Intern Program when the educational institution requires that students complete a work-study program that is sponsored by the educational institution to achieve successful completion of academic requirements. Agreements must include and address the following:

(1) A general description of the duties to be performed;

(2) Work schedules;

(3) Length of appointment and termination date;

(4) Mentorship opportunities;

(5) Training requirements as applicable;

(6) Procedures and requirements for evaluating Pathways Programs participants, including frequency of evaluations;

(7) Requirements for continuing and successful completion of the program;

(8) Minimum eligibility requirements for non-competitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and

(9) Any other requirements GSA deems appropriate.

b. When a Pathways Programs participant moves between agencies, or to another organization within the initial hiring agency, a new agreement must be created and signed.

c. A new agreement is required when a Pathways Programs participant receives a new appointment within the employing agency.

d. When changes are required to an existing agreement, e.g., an intern's change in work schedule, each party to the original agreement must sign the new agreement.

1-7. Filling positions. This section identifies requirements applicable to the Pathways Intern and Recent Graduates Programs. Refer also to the appropriate section for any additional or specific requirements candidates must meet for consideration under each Program. A candidate cannot be appointed until he or she meets all eligibility and qualification requirements. Since OPM will centrally manage the PMF program, retaining responsibility for soliciting applications, rating applications and identifying finalists under the PMF program, this chapter does not pertain to filling positions under the PMF program. Refer to chapter 4 for PMF program features and requirements.

1-8. Announcing employment opportunities.

a. GSA will provide to OPM information about Pathways Programs job opportunities, including position title, series and grade, locations, and where to find information about specific employment opportunities with GSA.

b. All job opportunity announcements (JOAs) for employment in the Pathways Intern and Recent Graduates Programs at GSA will be posted on USAJOBS and will be open to all eligible U.S. citizens. In addition to information that is required in all job opportunity announcements (e.g., pertaining to equal employment opportunity and reasonable accommodation), JOAs will include the following information:

(1) Announcement number;

(2) Position title, series, and grade;

(3) Pathways Program under which the position is being filled;

(4) The not-to-exceed date of the appointment, if the position is an Intern NTE;

(5) Full-performance level of the career-ladder position to which the Pathways Programs participant may be converted in the competitive service;

(6) Grade level(s) to which an intern or recent graduate may be promoted while in the Pathways Programs;

(7) Potential for promotion(s) and conversion to the competitive service to a position's full performance level if all qualifications and eligibility requirements are met;

(8) Potential for conversion to an intern position, if advertised as an Intern NTE position;

(9) Description of duties;

(10) Qualification requirements;

(11) Salary;

(12) Geographic location;

(13) How to apply, including additional required documents (e.g., transcripts, DD214);

(14) Agency point-of-contact and how to request additional information; and

(15) Other pertinent information.

c. Announcements should be posted for a period of at least 5 work days. Notice periods of less than 5 work days must be documented in the case file to show the examining office's rationale for using a shorter notice period. The open period may be defined by the number of applications received. If this method is used, the job opportunity announcement will clearly state the number of applications that will be accepted. All applications received by 11:59 PM on the day the specified number is reached will be considered.

d. JOA templates have been developed for use in posting Pathways Programs employment opportunities. Templates are maintained in the GSAJOBS system for the use of HR specialists in announcing employment opportunities, and are updated as required by the GSAJOBS team to reflect changing requirements.

1-9. Accepting applications.

a. All individuals interested in specific employment opportunities must submit a resume and all required supporting documents (e.g., transcript, DD214) through the automated system no later than 11:59 PM (Eastern Standard Time) on the closing date of the announcement.

b. Individuals attending recruiting events will be directed to the "Careers" page on GSA's website and/or to OPM's USAJOBS website for information on how to apply for consideration for specific opportunities, including those highlighted at the recruiting event.

c. Interested individuals who cannot attend specific recruitment events will also be directed to the "Career" page on GSA's website and/or to OPM's USAJOBS for information to apply for vacancies highlighted through that event, and all GSA employment opportunities.

d. To receive consideration for a specific job opportunity, all applications must be submitted to that announcement number, using the automated talent acquisition system. Applicants must submit a resume and all other required documentation, as identified in the job opportunity announcement, to substantiate their eligibility for the program under which they are applying.

e. Targeted recruitment may be conducted at selected educational institutions. GSA representatives attending job fairs or other recruitment events may not accept resumes from individuals, but must explain application procedures and direct interested individuals to the how-to-apply instructions online. To maximize employment opportunities for students and recent graduates, recruitment for potential candidates should take place at venues that are open to all students who may want to attend the recruitment event, including potential applicants from other colleges and universities. Prior to conducting targeted recruitment, public notice in the form of a job opportunity announcement, advertisement (flyer), or notice of a recruitment event/job, providing details on the location of the recruitment event and specific Pathways Programs employment opportunities will be provided to USAJOBS.

1-10. Assessing candidates.

a. OPM's qualification standards will be used to evaluate candidates' minimum qualifications for the position and grade level being filled. To be eligible for appointment under any Pathways Program, candidates must meet all qualification requirements specified in OPM's qualification standards, including any positive education requirements and/or selective placement factors, and any other designated special qualification requirements and conditions of employment (e.g., medical standards) as appropriate to the specific position.

b. For 2-grade interval Luevano-covered positions being filled at entry level GS-05 or GS-07 with promotion potential of GS-09 or higher, applicants to recent graduates positions must take and pass (with a score of 70 or better) the Administrative Career with America (ACWA) assessment or a valid, approved alternative to ACWA. Servicing Human Resources Offices will follow established procedures to provide access to the link to candidates to take the assessment online or schedule a proctored written test session. NOTE: The Luevano Consent decree had a special exemption for the former "co-op" program (SCEP) and that exemption has been extended to the Pathways Intern Program. Therefore, the ACWA assessment is not required for applicants to the Intern Program and is not required for conversion to a position in the competitive service from an intern position. Staffing specialists should refer to OPM's qualification standards for any test requirements.

c. Reconsideration requests are permissible if an applicant does not believe he or she was rated properly, and wishes to have a rating reconsidered, a written request for reconsideration must be filed with the HR office that processed the recruitment action. The request must specify why the applicant believes the original decision was improper, what factors were not considered, and any other pertinent information that will support the request and enable the HR office reviewer to re-evaluate the original decision. Any new or additional information or experience or education gained after the closing date of the job opportunity announcement associated with the reconsideration request cannot be considered.

A qualified HR staff member other than the one who made the original rating decision will perform the review to evaluate the original decision. Upon completion of this re-evaluation, an explanation that supports the reconsideration decision will be provided to the applicant. This is considered a first level review and appeal. Upon request, the applicant may submit a second level appeal to the Staffing Lead or supervisor. The second-level appeal review and decision is considered final, and there is no further appeal to OPM.

1-11. Application of veterans' preferences.

a. The procedures outlined in 5 CFR Part 302 must be followed when filling positions under any Pathways Program. Selections will be made in accordance with the requirements of 5 CFR 302.401 and veterans' preference laws.

b. Each servicing HR office is responsible for ensuring that any candidates entitled to priority consideration as defined in 5 CFR § 302.103 receive it.

1-12. Referral and selection of candidates.

a. Referral and selection of interns and recent graduates will be made in accordance with procedures outlined in 5 CFR § 302.304 and 5 CFR § 302.401. Candidates may be ranked using category rating, in accordance with GSA Order CPO 9337.1A, Category Rating and Selection Procedures, or an unranked method, in which only basic eligibility is determined. The reason(s) for using the rating method chosen must be documented in the recruitment case file.

b. When category rating is used, the definitions of the quality categories and the quality ranking factors used must be recorded and retained in the recruitment case file.

c. When using category rating, each qualified candidate should be evaluated based on his or her qualifications for the position and be assigned to one of the quality categories. Veterans' preference should be applied, and preference eligibles should be listed at the top of their assigned categories, with their veterans' preference designation code, as reflected in this directive:

(1) 10-point preference eligibles with a compensable service-connected disability of 10% or more (CP and CPS). Preference eligibles with a compensable service-connected disability of 10% or more who meet the minimum qualifications for the position are placed at the top of the highest category, with the exception of GS-09 level or equivalent or higher positions that are scientific or professional;

(2) All other 10-point preference eligibles (XP);

(3) All 5-point preference eligibles (TP);

(4) All 0-point preference eligible (SSP);

(5) Non-preference eligibles.

d. When the unranked method is used, applicants who have received eligible ratings for positions that are not scientific/professional at GS-09 and above will be considered by preference category. Preference eligibles having a compensable service-connected disability of 10 percent or more are considered first, followed by other 10-point preference eligibles, then by 5-point preference eligibles, followed next by 0-point preference eligibles, and, finally, by non-preference eligibles. Within each category, applicants from the reemployment list will be placed ahead of applicants from the regular employment list.

e. When using the “unranked” method, selecting officials should provide the reason(s) for their selections to provide complete documentation for the recruitment case file. Documentation should support the hiring decision with specific details identifying why the candidate was selected. For example, describe the qualities that differentiated the candidate from other candidates.

f. When considering candidates from an unranked list, selection must be made from the highest available preference category, as long as three candidates remain in that group. When fewer than three candidates remain in the highest category, consideration may be expanded to include the next category. If consideration is extended to non-preference eligibles, a non-preference eligible may not be selected ahead of a preference eligible unless a passover request is sustained.

g. When unranked order is used for professional and scientific positions at GS-09 and above, all preference eligible candidates will be considered together regardless of the type of preference, followed by all other priority reemployment candidates.

h. 5 CFR § 302.401(a) outlines specific procedures for selection of candidates who have been referred using the unranked method.

1-13. Qualifications and eligibility. Applicants must meet all eligibility and qualification requirements for the position(s) being filled, including U. S. Citizenship; general and/or specialized experience as defined by the OPM, or by the agency for positions not covered in OPM’s standards; any positive education requirements and selective placement factors identified for the position; any special conditions of employment associated with the position; and achieve a passing score on any required tests or assessments (e.g., ACWA).

a. Job opportunity announcements must describe both eligibility for the specific Pathways Program and qualifications for the position being filled.

b. Applicants’ eligibility and qualifications must be determined during the assessment process.

c. Applicants must submit appropriate documentation to substantiate eligibility and qualifications for appointment.

1-14. Citizenship. Since a Pathways Programs participant must be a U. S. citizen to be eligible for non-competitive conversion to a position in the competitive service, applications for Pathways Programs positions will only be accepted from U. S. citizens. Non-U.S. citizens

may be considered when recruitment efforts for difficult to fill positions or positions with highly specialized degree requirements do not yield sufficient pools of quality candidates who are U.S. citizens, provided the individual is lawfully admitted to the United States as a permanent resident or is otherwise authorized to be employed. Approved justifications and documentation supporting recruitment efforts and results must be maintained in the case file.

1-15. Employment of relatives. A Pathways Programs participant may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the participant's appointment, employment, promotion, advancement or conversion within the agency.

1-16. On-boarding. GSA has an established process that has been designed to provide a consistent on-boarding experience for all new employees, regardless of the hiring authority under which they are appointed. Guidance and information for HR specialists and hiring managers pertaining to "on-boarding" of new employees can be found on the OHRM *InSite* webpage under the heading "New Employee On-boarding." Descriptions and links to all of the documents, packets, forms, and presentations that HR specialist and day-one in-processors need can be accessed under the HR Policies and Resources tab.

1-17. Appointment extensions.

a. An extension to the appointment of a Pathways Programs participant in either the Recent Graduates Program or PMF Program may be requested for up to 120 days.

b. The immediate supervisor must submit the request for extension in writing to the Pathways Program Officer through the servicing Human Resources Office after obtaining the concurrence of officials within the employing organization as determined by that organization. The request must be submitted to the HR office at least 90 days prior to the end date of the initial appointment.

c. The written request must explain the reasons the extension is deemed necessary. For example, an extension may be granted if the participant has been absent on extended leave due to a medical emergency, but a decision will be made based on the merits of each situation.

d. In general, extensions are primarily granted to allow a Pathways Programs participant to complete developmental requirements that will make him or her eligible for the target position in the IDP.

e. Extensions will not be granted for reasons such as to appraise performance or conduct, to finish school, to work on a clerkship, or to take advantage of a scholarship.

1-18. Documenting the appointment. Appointments made under the Pathways Programs are under Schedule D, and will be documented with the appropriate codes and remarks from OPM's "Guide to Processing Personnel Actions." Refer to OPM's Guide to Processing Personnel Actions, Chapter 11, Table 11-A, Rules 37 – 47, for codes and remarks to be used when documenting the appointment on the SF 50.

1-19. Performance evaluation of Pathways Programs participants. All Pathways Programs participants are Federal employees subject to performance management provisions of 5 CFR Part 430. Performance plans are required for all Pathways Programs interns, Recent Graduates, and Presidential Management Fellows. Exception: interns Not-to-Exceed (NTE) serving on appointments of less than 120 days will receive performance feedback using the Intern Performance Planning Template in Appendix D.

1-20. Termination of appointment.

a. The appointment of a Pathways Programs participant may be terminated at any time for any reason including misconduct, poor performance, suitability, lack of funds or change in priorities (e.g., a program or function is eliminated).

b. The appointment of a Pathways Programs participant who is not converted to a term, career-conditional, or career appointment in the competitive service automatically expires at the end of the program period or agency-approved extension, if applicable. Therefore, the appointment of any interns and recent graduates who are not converted at the end of the program period must be terminated.

c. Prior to terminating a Pathways Programs participant, the participant's employment history must be evaluated by a Senior Employee Relations Specialist from the servicing Human Resources Office to ensure any procedural rights due to the participant are granted.

CHAPTER 2. INTERN PROGRAM

2-1. Intern Program. In addition to the general provisions outlined in Chapter 1, the following conditions pertain to the Intern Program. The two components of the Intern Program provide for two distinct needs of students and the agency. The first component fills a need for flexible, temporary employment to enable students to earn a salary while continuing their studies, and for the agency to hire employees to perform labor intensive tasks not requiring subject-matter expertise, complete temporary projects, or to fill traditional summer jobs; this component is filled by the employment of interns not-to-exceed (NTE). The intent is to provide maximum flexibility and opportunity to agencies and students that will meet varying needs on a short-term basis. The second component of the Intern Program addresses a need for career-related employment which enriches students' academic experience and offers them valuable work experience in their career field, and for the agency to develop students on the job, in preparation for a career in the Federal service. These positions are filled by interns.

2-2. Recruitment of interns NTE. This paragraph pertains to recruitment for an intern NTE, which is a temporary appointment for student summer or other short term employment opportunities. Non-student summer employment opportunities will be filled using the appropriate appointing authority and work schedule.

a. In December of each year, servicing Human Resources Offices will poll services and staff offices to determine the number and types of positions to be filled.

b. In January of each year, announcements will be posted on USAJOBS in accordance with the instructions for compliance in Appendix A, by each servicing Human Resources Office to solicit applications for employment during the upcoming summer months to fill projected vacancies in the region(s) served.

c. The servicing Human Resources Office staff will issue referral lists as Requests for Personnel Action (RPAs) are submitted.

d. Servicing Human Resources Offices may also announce and fill temporary Pathways intern employment opportunities at other times during the year as they occur.

2-3. Qualifications and eligibility for interns.

a. Individuals must meet the qualifications and eligibility requirements for initial appointment and for continued employment throughout the duration of the intern appointment.

b. Prior to initial appointment, interns must provide documentation of student status. Such documentation may be in the form of an official copy of school transcript, official documentation of registration, tuition bill, or, if a new student, a copy of the acceptance letter from the college or university.

c. Interns must provide documentation of enrollment in a qualifying educational program at the beginning of each enrollment period. They must also provide a copy of an up-to-date unofficial transcript at the end of each academic year, unless requested more frequently by the supervisor or servicing Human Resources Office, for verification of enrollment and academic standing as proof of continuing eligibility for participation in the Intern Program. As necessitated by individual circumstances, students may be required to submit an official transcript. Students must continue to show adequate progress toward completing the educational program. "Adequate progress" may be affected by various factors, such as the academic program and the student's course load, so it is determined on an individual basis, and is not specifically defined. The appointment of an intern may be terminated for failure to maintain adequate progress in the educational program and remain in good academic standing as defined by the school.

2-4. Individual Development Plan (IDP). Interns on appointments without a not-to-exceed date and those with a not-to-exceed date who are on an appointment of 90 days or more in length, must be placed on an Individual Development Plan that outlines the formal and on-the-job training designed to help the intern acquire the competencies of the target position to which the intern will be assigned upon completion of the Intern Program, or the current position for interns NTE. The IDP must be developed by the supervisor, in conjunction with the intern, within the first 45 days of the appointment. Developmental activities to be included in the IDP are:

- a. On-the-job training (i.e., daily instruction and guidance designed to prepare the employee to assume progressively more difficult, responsible, and productive work, and that must constitute at least 50 percent of the developmental activities);
- b. The IDP will identify appropriate sources and content of developmental activities and formal interactive training and expected timeframes for completion of developmental activities and training;
- c. IDPs will be reviewed and revised as necessary to ensure the training activities originally identified are meeting developmental goals.

2-5. Appointment.

- a. Interns are appointed under Schedule D, as provided for in 5 CFR § 362.203(d), i.e., using the appointing authority provided in 5 CFR § 213.3402(a). See OPM's Guide to Processing Personnel Actions, Chapter 11, Table 11-A, Rules 37 – 47, for Nature of Action and Legal Authority codes and any required remarks to be documented on accession actions.
- b. Appointment may be on a temporary basis, not to exceed one year, or for an initial period that is expected to last more than one (1) year. Temporary appointments may be appropriate for employment during the traditional summer months. The time limitations found in 5 CFR § 213.104 and 5 CFR § 316.401 do not apply to individuals hired under the Pathways Intern Program.

c. In rare instances, a student serving as intern NTE may be non-competitively converted to a term, career or career-conditional appointment, provided the job opportunity announcement from which he or she was selected includes a provision for conversion in accordance with 5 CFR § 213.3402(a), and all other requirements for conversion are met. However, since intern NTE appointments are intended to meet short term needs not requiring subject matter expertise, conversion should rarely occur.

d. The temporary appointment of an intern may be converted to an intern appointment without a not-to-exceed date by re-appointing the intern in accordance with 5 CFR § 213.3402(a), provided the job opportunity announcement from which he or she was selected includes a provision for conversion to an intern position without a not-to-exceed date.

e. An intern serving under an appointment for an initial period expected to last more than one year is placed in Tenure Group II in the excepted service for purposes of 5 CFR § 351.205 and is afforded the same retention rights as other excepted service employees. An intern hired on an appointment not to exceed one year is placed in Tenure Group 0. An intern serving under a temporary appointment that is extended for an additional year is in excepted service Tenure Group III provided he or she has completed at least one year of current continuous service.

2-6. Nature of assignments.

a. The duties of the position to which the intern is appointed must be related to either the intern's academic program or career goals, as stated in the intern's initial job application and/or educational transcripts, except as noted in par.(d.) below.

b. When the work experience is required for successful completion of a course of study, the position and duties should be directly related to the student's academic and career goals. For some post-secondary students, work related to academic and career goals is often a necessary part of meeting educational objectives. Absent related work experience, students may not meet degree requirements or specific qualification requirements for conversion of appointment, if appropriate, upon completion of work-study program. Human resources staff must be aware of the nature of the educational requirements and coordinate with educational institutions to ensure both Pathways and educational program requirements are met. When work experience is required by the educational institution for the student to meet course, degree, or certification requirements, a three-way agreement that defines the roles and responsibilities of each party must be established and signed by the educational institution, employing agency, and student.

c. Similarly, when filling positions that require the completion of specific education, work assignments must be related to the degree/field of study, and when the target position to which the student will be assigned upon completion of the Intern Program has a positive education requirement, HR specialists must verify that students are taking appropriate courses to ensure the students meet the qualification requirements for the position upon conversion.

d. The duties of the position for which an Intern NTE is hired do not have to be directly related to the student's academic career goals or particular field of study when the intern NTE is appointed to a temporary position for a "traditional summer job" to perform tasks that do not require subject-matter expertise, i.e., those involving routine clerical work.

2-7. Classification of positions.

a. Positions that are classified to the General Schedule (GS) must be classified as "student trainee," in the GS-xx99 series of the appropriate occupational series for use in the Intern Program.

b. Positions that are classified to the Federal Wage System (FWS) must be classified as "student trainee," in the xx01 series of the appropriate occupational group.

2-8. Schedules.

a. Interns' schedules must be established in accordance with 5 CFR § 610.121

b. Work schedules must be documented in the Pathways Participant Agreement.

c. Interns may work full or part-time work schedules.

d. Interns' class schedules should be considered when establishing work schedules, and work schedules should not interfere with academic schedules. Examples of appropriate schedules may include the following:

(1) Alternating working one semester full-time and attending school full-time for one semester;

(2) Attending school full-time during the fall and spring semesters and working full-time during summer and winter (and possibly spring) breaks; or

(3) Attending school part-time and working part or full-time.

2-9. Breaks in program.

a. A break in the Intern Program is defined as a period of time when the intern is working, but unable to attend school or is neither attending classes nor working at GSA. This does not relate to established work schedules as described in Section 3-8.d(1).

b. To maintain the intent and integrity of the Intern Program, the restrictions and procedures outlined below will be followed when requesting and approving requests for a break in the program.

(1) A break in the program may not exceed one semester or one quarter (depending on how the school's academic year is divided).

(2) Only one break in the program is allowed while the participant is in the Intern Program.

(3) All requests for a break in the program must be made in writing from the immediate supervisor through reviewers appropriate to the employing office for concurrence, and include documentation to support the request. Requests must be approved by the Director of the Human Resources Service Center and the file maintained by the servicing Human Resources Office. A request for a break in program that is not approved will be returned to the requesting office.

(4) Once approved, the servicing HR office will document the break in program and monitor the student's return to work and/or the educational program from the break within the approved timeframe.

2-10. Telework. The provisions of the GSA Mobility and Telework Policy, HCO 6040.1A, should be followed. When considering telework arrangements for Pathways Programs participants, supervisors should be cognizant about training, mentoring, career-development and job evaluation opportunities for students and recent graduates that are primarily available at the work site and may require the participant's physical presence at the work site.

2-11. Individual Intern Program participant agreement.

a. The agreement between GSA, the student, and educational institution will identify agreed-upon schedule of school and work to ensure work responsibilities do not interfere with academic performance.

b. The agreement will be revised as necessary to update changes to the school/work schedules.

c. Participants will agree that completion of educational and Intern Program requirements will be accomplished within a reasonable and appropriate time frame.

d. The student will agree to keep GSA informed of periods of expected employment and required attendance at academic institution.

2-12. Performance Evaluation. Each intern will be placed on a performance plan and receive performance feedback and an annual performance evaluation in accordance with GSA's performance management system. However, interns NTE appointed for less than 120 days will receive performance feedback documented on the Performance Planning Template in Appendix D.

2-13. Promotions.

a. An intern may be promoted as long as all eligibility and qualification requirements for the position to which promoted are met. However, this provision does not confer entitlement to promotion.

b. All appointments and promotions are subject to meeting eligibility requirements for Pathways Intern positions and qualification requirements defined in OPM's Qualification Standard for Schedule D, Pathways Internship Positions.

c. A promotion of an Intern serving on a temporary appointment is processed as a conversion to another Schedule D excepted service appointment using the original not-to-exceed date of the initial appointment and may only be effected when a limited public announcement (agency only) is issued to provide notice and opportunity to eligible GSA interns NTE or when the job opportunity announcement from which the intern NTE was selected provides for conversion to a grade higher than the current grade. Promotion of interns NTE should be rare, as these appointments are short term in duration, intended to meet management needs to complete temporary projects, perform labor intensive tasks not requiring subject-matter expertise, or fill traditional summer jobs.

2-14. Conversion of interns to the Competitive Service.

a. An intern who is a U.S. citizen may be noncompetitively converted from the Intern Program to a term or permanent position in the competitive service when the intern has met all the criteria listed below. A checklist is provided in Appendix C to document that requirements for conversion have been met. An intern may be converted when he or she has:

(1) Completed at least 640 hours of work experience acquired through the Intern Program while enrolled as a full- or half-time degree-seeking student:

(a) Up to one-half of the service requirement may be waived in accordance with 5 CFR § 362.204(d). While up to one-half (320 of the 640-hours service requirement) may be waived, it is expected that students will receive appointments of sufficient length to meet the 640-hour requirement. This ensures sufficient time to assess the student's performance and decide that conversion to the competitive service is warranted. Requests to waive any of the 640 hours will be submitted to and approved by the Director of Human Resources on a case-by-case basis based on unusual circumstances. Such requests will be prepared by the immediate supervisor, forwarded to the servicing Human Resources Office for concurrence and submitted to the Director of Human Resources for approval;

(b) Credit may also be granted for up to one-half of the 640 hours required for conversion for comparable intern experience in accordance with 5 CFR § 362.204(c). Requests to grant credit for comparable intern experience will be submitted to and approved or disapproved by the Director of Human Resources on a case-by-case basis. Such requests will be prepared by the immediate supervisor and routed as required by the requesting office through the servicing Human Resources Office for approval by the Director of Human Resources.

(2) Completed a course of academic study, within the 120-day period preceding the conversion to the competitive appointment, at a qualifying educational institution conferring a diploma, certificate, or degree;

(3) Received a favorable recommendation for conversion from the work experience supervisor (whether the work experience was completed at GSA or other agency);

(4) Met all the qualification and eligibility requirements for the position to which the intern will be converted and all specific requirements identified in GSA's Pathways Agreement with the intern.

b. An intern may be converted to a position in another career field, for which qualified, only when there is no permanent position related to the intern's field of study or career interest as stated in the job application, at the end of the program to which the intern can be appointed.

c. An intern may be converted to a position in the agency in which he or she has served the internship or to a position in another Federal agency in accordance with 5 CFR § 362.107.

d. An intern may be promoted on conversion without regard to the time-in-grade restrictions in 5 CFR §300.604, provided he or she meets all requirements for the position to which converted.

e. An intern who has been non-competitively converted to a term appointment may be subsequently converted to a permanent competitive service position. The effective date of the conversion to a permanent appointment must be before the expiration date of the term appointment.

f. The provisions of the career transition assistance programs do not apply to the conversions of interns to the competitive service.

g. The duration of the intern appointment in the excepted service may be counted as the participant's trial period. Time spent as an intern counts toward completion of the probationary period and toward career tenure when: the intern is non-competitively converted to a permanent position in the competitive service upon completion of the program; when the conversion occurs in the same agency where the internship was completed; when the position to which converted is in the same line of work as the internship; and the conversion is without a break in service.

h. If the employing office wishes to convert an intern to the competitive service upon successful completion of the Intern Program, a request for personnel action (RPA) must be submitted to the servicing Human Resources Office to process the conversion. If a conversion action is not processed, the Pathways appointment will expire, and employment will be terminated. Additionally, any intern who fails to maintain eligibility to continue in the Intern Program (e.g., does not meet definition of "student," or fails to adequately progress toward completion of the academic program) must be terminated.

i. The position to which an intern is converted may be part of a career ladder. The full performance level (FPL) of career ladder positions must have been established and identified at the time the initial Pathways employment opportunity was advertised and must

be documented on the RPA and SF50 at the time of the conversion. Employees can only be promoted noncompetitively up to the FPL of the approved career ladder. Competitive procedures must be used to promote an employee to a higher grade or to place an employee in a career ladder position with a higher FPL than was identified in the original action.

CHAPTER 3. RECENT GRADUATES PROGRAM

3-1. Recent Graduates Program. In addition to requirements defined in Chapter 1, The GSA Pathways Programs and General Provisions, the following conditions pertain to the Recent Graduates Program.

3-2. Eligibility and qualifications.

a. To be eligible, applicants must apply within 2 years of completing a qualifying educational program, i.e., within the previous 2 years, the recent graduate must have completed a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution as defined in this policy. Except as provided for in 4-2.b below, an application will be considered only if it is received no later than 2 years from the date all requirements for a qualifying degree or certificate are met. The date on the transcript (unofficial transcript is permissible at the time of application) showing completion of the educational program is acceptable documentation. Applicants who apply to recent graduates job announcements within the 2-year time limit may be considered and appointed even if the appointment occurs after the 2-year time limit.

b. The 2-year period of eligibility will be extended for preference eligible veterans who are precluded from applying within the two-year window, as defined in 4-2.a, due to a military service obligation. In such cases, veterans will have up to 2 years from the date of discharge or release from active duty to apply for the Recent Graduates Program, but eligibility cannot extend for more than 6 years after the date on which the individual completed his or her educational requirements.

c. OPM's qualification standards for the occupation and grade level of the position being filled will be used to evaluate candidates for positions for appointment under the Recent Graduates Program.

3-3. Filling positions.

a. Announcing the job. Information on Recent Graduates Program employment opportunities must be provided to OPM. Refer to Chapter 1, for procedures and requirements for posting employment opportunities on USAJOBS, and providing information on "how to apply" to all interested individuals.

b. Appointment.

(1) Under the Recent Graduates Program, individuals are given a 1-year appointment to an entry-level position designed to provide a developmental experience that will lead to a career and a permanent position in the Federal Government. Recent graduates are placed in Tenure Group II in the Excepted Service.

(2) Recent graduates are appointed under Schedule D, using the appointing authority provided in 5 CFR § 213.3402(b). Refer to OPM's Guide for Processing Personnel

Actions for Nature of Action and Legal Authority Codes and Remarks required to document appointments under the Recent Graduates program.

(3) Within the first 45 days of appointment, the supervisor, in coordination with the recent graduate, will create an IDP that outlines the specific developmental activities designed to help the recent graduate acquire the competencies of the target position in which the recent graduate will be placed upon completion of the program. The developmental activities to be included in the IDP are:

(a) On-the-job training (i.e., daily instruction and guidance designed to prepare the employee to assume progressively more difficult, responsible, and productive work, and that must constitute at least 50 percent of the developmental activities);

(b) At least 40 hours of “formal, interactive training” which may include conference attendance, on-line training, and/or classroom training, must be provided during the year in the program. Mandatory training, such as annual IT security or ethics training, does not count towards the 40-hour requirement;

(c) The IDP will identify appropriate sources and content of developmental activities and formal interactive training and expected timeframes for completion of developmental activities and training;

(d) A panel will be convened to evaluate achievement of training/developmental goals and acquisition of competencies, at a minimum, on a quarterly basis, unless employee performance indicates more frequent evaluations are necessary. A panel will consist of the supervisor of record, the “trainer” (where this role is filled by an individual other than the supervisor), a Human Resources representative (subject to availability), the mentor, and a program management official of equal or higher grade or rank than the supervisor of record. The program management official must be in the same or related occupational field as the recent graduate and may be the employing organization’s program manager; and

(e) IDPs will be reviewed and revised as necessary to ensure the training activities originally identified are meeting developmental goals.

(4) Within 90 days of appointment, each recent graduate must be assigned a mentor from an organization outside his or her chain of command. The mentor is typically a senior or journey-level GSA employee who can provide the Pathways Programs participant with the guidance and support needed to develop effectively in the workplace; a trusted advisor, to share with the employee a different focus or perspective from the technical emphasis on the job and oversight that the supervisor provides; a role model who shares his or her expertise with less experienced individuals in order to help the recent graduate understand the workplace culture and effectively build workplace relationships. The mentor does not have to be in the same occupational field as the recent graduate, but should be available as a counselor to be able to properly advise on work-related and personal workplace issues that may arise.

(5) Recent graduates may be appointed to any entry-level position for which qualified (up to the GS-09 level).

(6) Appointment may be made at the GS-11 or GS-12 level in accordance with 5 CFR § 362.303(b)(3)(ii) through (iv).

(7) Positions to which recent graduates are appointed must provide career advancement, i.e., be part of a career ladder progression that will enable the participant to gain experience and assume more responsible duties as competence is gained, and be promoted to higher grade levels when all eligibility and qualification requirements are met. The full-performance level (FPL) of the career ladder must be identified at time of recruitment and appointment.

(8) The initial 1-year appointment of a recent graduate may be extended for up to 120 days in rare or unusual situations. Extensions may be granted, for example, to provide for time lost through prolonged illness. Extensions will not be granted to appraise performance or conduct, or to allow the participant to finish school or to accept a scholarship. Reasons for the extension will be documented by the immediate supervisor and submitted to through the serving Human Resources Office for approval by the Director of Human Resources Services.

(9) The one-year duration of a recent graduate's appointment in the excepted service is a trial period. Upon conversion to the competitive service, time spent on the recent graduate appointment may be credited toward completion of the probationary period in accordance with 5 CFR Part 315, Subpart H.

3-4. Telework. The provisions of the GSA Mobility and Telework Policy, HCO 6040.1A, should be followed. When considering telework arrangements for Pathways Programs participants, supervisors should be cognizant about training, mentoring, career-development, and job evaluation opportunities for students and recent graduates that are primarily available at the work site and may require the participant's physical presence at the work site.

3-5. Performance evaluation. Each recent graduate will be placed on a performance plan and receive performance feedback and an annual performance evaluation in accordance with GSA's performance management system.

3-6. Promotions.

a. Any recent graduate who meets eligibility and OPM qualification requirements, as specified in GSA's Pathways MOU with OPM, may be promoted. Supervisors must evaluate the quality of each employee's work, level of proficiency demonstrated in the performance of assignments, and ability to perform progressively more complex and responsible work, document successful completion of all training requirements, and provide a recommendation for the promotion (by submitting a SF 52 or RPA, Request for Personnel Action) to approve an employee's promotion to interim grade levels and to the target position if in a career ladder. A recent graduate will be eligible for promotion only if his or her performance is at least at the Fully Successful level. There is no entitlement to a promotion.

b. The intent of the Recent Graduates Program is to provide a developmental experience designed to lead to a career in the Federal service. Therefore, there is no provision for accelerated promotions under the Recent Graduates Program.

c. The full performance level (FPL) of career ladder positions must be identified at the time of recruitment and appointment, and employees can only be promoted noncompetitively up to the FPL of the approved career ladder. Competitive procedures must be used to promote an employee to a higher grade or to place an employee in a career ladder position with a higher FPL than was identified in the initial action.

3-7. Movement between agencies.

a. An individual may apply for and accept a new recent graduates appointment with another agency during the Pathways recent graduate appointment period. This pertains to a recent graduate employed by GSA moving to another agency or a recent graduate of another agency moving to GSA. However, upon completion of the one-year program, the recent graduate may only be converted to the competitive service in the agency by which employed.

b. The new agency must meet all requirements for participating in the Recent Graduates Program.

c. The new or gaining agency's plan must identify requirements for Program completion and eligibility for noncompetitive conversion.

d. To continue in the Recent Graduates Program, the employee must separate from the original employing agency, and the new employing agency must appoint the recent graduate without a break in service.

e. Time served under the previous agency's Recent Graduates Program is credited toward the 1-year requirement for noncompetitive conversion eligibility to the competitive service. Because there is no break in service, the recent graduate does not begin a new trial period in the Program upon moving to a new agency.

3-8. Reductions in Force (RIFs).

Recent graduates are in excepted service Tenure Group II for purposes of 5 CFR § 351.502. The expiration of a recent graduates appointment is not otherwise subject to Part 351 of this chapter.

3-9. Terminations.

a. As a condition of employment, a recent graduate appointment expires at the end of the 1-year program period, plus any agency-approved extension, unless the participant is selected for noncompetitive conversion under 5 CFR § 362.306.

b. A recent graduate who held a career-conditional or career appointment with GSA immediately before entering the Program, and who fails to complete the Program for reasons

that are not related to misconduct, poor performance, or suitability, may be placed in a permanent competitive service position for which the individual meets all eligibility and qualification requirements, if one is available.

3-10. Conversion to the competitive service.

a. A recent graduate may be non-competitively converted to a term or permanent appointment in the competitive service only within the employing agency. Agencies may not convert recent graduates from other agencies. In order to be non-competitively converted, the recent graduate must:

- (1) Be a U.S. citizen;
- (2) Have successfully completed all the requirements of the Recent Graduates Program as defined in the agency - participant agreement;
- (3) Have demonstrated successful job performance as documented by a rating of record (or summary rating) of at least Fully Successful or equivalent;
- (4) Be recommended for conversion by the first-level supervisor; and
- (5) Have met the OPM qualification standard for the competitive service position to which he or she will be converted.

b. The noncompetitive conversion of a recent graduate must be effective on the date the 1-year service requirement is met, or at the end of an agency approved extension, if applicable.

c. A Recent Graduates Program participant who is non-competitively converted to a competitive service term appointment may be subsequently converted non-competitively to a permanent competitive service position. The effective date of the conversion to a permanent appointment must be before the expiration date of the term appointment.

CHAPTER 4. PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

4-1. Presidential Management Fellows (PMF) Program. OPM will centrally manage the PMF program, retaining responsibility for soliciting applications, rating applications, and identifying finalists under the PMF Program. This chapter will discuss certain aspects of the PMF program that are open to agency discretion. All other aspects of GSA's PMF program are governed by the provisions in 5 CFR Part 362, Subpart D, Presidential Management Fellows Program.

4-2. Filling positions.

a. Announcing the job. All employment opportunities for PMFs at GSA, including temporary developmental or rotational assignments, will be publicized to PMF finalists and PMFs using OPM's Talent Acquisition System (TAS) following all system and program requirements. JOAs will identify promotion potential and FPL of each position posted.

(1) Beginning with the 2014 PMF class, OPM introduced a PMF science, technology, engineering, and mathematics (STEM) pilot; PMF finalists are categorized by OPM as a traditional PMF finalist or as a PMF (STEM) finalist. PMF job opportunity announcements will clearly identify positions as traditional PMF or PMF STEM. With few exceptions identified by OPM in agency PMF guidance (www.pmf.gov), a traditional PMF finalist may not be selected for a STEM opportunity, nor may a PMF STEM finalist be selected for a traditional PMF opportunity.

(2) PMF finalists must apply to a specific opportunity by 11:59 pm on the closing date of the announcement to receive consideration.

(3) PMF applications may be collected via email or GSAJobs; job opportunity announcements must clearly inform PMF finalists how to apply for a specific opportunity.

(4) All PMF finalists submitting an application by the closing date will receive consideration for the position. OPM has conducted minimum qualifications analyses for PMF finalists at the GS-09 level. The HR office must conduct qualifications analyses for any position specific technical requirements and for qualifications for positions above the GS-09 level. The OPM General Schedule Qualification Standards will be used to evaluate finalists' qualifications. The HR office must also validate PMF finalists' completion of graduate degree requirements through official transcripts or other official documentation from the educational institution.

(5) Veterans' preference applies and procedures must be followed as outlined in the PMF Guide to Agencies.

(6) Each PMF job opportunity announcement and selection will be reported to the GSA Pathways Programs Officer.

b. Appointment.

(1) Under the PMF program, individuals are given a 2-year appointment to an entry-level position designed to provide a developmental experience that will lead to a career and a permanent position in the Federal Government. Fellows are placed in Tenure Group II in the Excepted Service.

(2) Fellows are appointed under Schedule D, using the appointing authority provided in 5 CFR § 213.3402(c). Refer to OPM's Guide for Processing Personnel Actions for Nature of Action and Legal Authority Codes and Remarks required to document appointments under the PMF program.

(3) Within the first 45 days of appointment, the supervisor, in coordination with the fellow, will create an IDP that outlines the specific developmental activities designed to help the fellow acquire the competencies of the target position in which he or she will be placed upon completion of the program. The developmental activities to be included in the IDP are:

(a) A developmental assignment of 4 to 6 months in duration. Each fellow must be provided at least one full time developmental assignment of at least 4 to 6 months during the fellowship with full time management and/or technical responsibilities consistent with the fellow's IDP, as required by 5 CFR 362.405(b)(4). One or more additional rotational assignments within or outside of the employing organization may also be provided as part of the fellow's development.

(b) At least 80 hours of "formal, interactive training" which may include conference attendance, on-line training, and/or classroom training, must be provided each year of the 2 year fellowship. Mandatory training, such as annual IT security or ethics training, does not count towards the 80-hour requirement; orientation and other training provided to fellows by OPM may be counted toward the required training.

(c) On-the-job training (i.e., daily instruction and guidance designed to prepare the employee to assume progressively more difficult, responsible, and productive work);

(d) The IDP will identify appropriate sources and content of developmental activities and formal interactive training and expected timeframes for completion of developmental activities and training;

(e) IDPs will be reviewed and revised as necessary to ensure the training activities originally identified are meeting developmental goals.

(f) Fellows may be appointed to any position for which qualified, at the GS-09, G-11, or GS-12 level.

4-3. Mentors. Within 90 days of appointment, each PMF will be assigned a mentor who is a managerial employee outside the PMF's chain of command. The relationship with the mentor is to provide counseling on a specific career path and for guidance on professional and educational questions. PMFs may wish to identify an individual they feel would be an

appropriate mentor who possesses desired skills, knowledge, and/or perspectives, and negotiate a mentor/mentee relationship with that person.

4-4. Performance evaluation. Each PMF will be placed on a performance plan and receive performance feedback and an annual performance evaluation in accordance with GSA's performance management system.

4-5. Telework. The provisions of the GSA Mobility and Telework Policy, HCO 6040.1A, should be followed. When considering telework arrangements for Pathways Programs participants, supervisors should be cognizant about training, mentoring, career-development, and job evaluation opportunities for fellows that are primarily available at the work site and may require the participant's physical presence at the work site.

4-6. Promotions.

a. Any PMF who meets eligibility and OPM qualification requirements, as specified in GSA's Pathways MOU with OPM, may be promoted. Supervisors must evaluate the quality of each employee's work and level of proficiency demonstrated in the performance of assignments, document successful completion of all training requirements, and provide a recommendation for the promotion (by submitting a SF 52 or RPA) to approve an employee's promotion to interim grade levels and to the target position if in a career ladder. A PMF will be eligible for promotion only if his or her performance is at least at the Fully Successful level. This provision does not confer entitlement to a promotion.

b. The full performance level (FPL) of career ladder positions must be identified at the time of recruitment (in the employment opportunity announcement and SF 50 documenting the appointment), and employees can only be promoted noncompetitively up to the FPL of the approved career ladder. During the fellowship appointment, fellows may only be promoted up to the GS-13 level. Promotions above the GS-13 level may only occur on or after conversion to the permanent position, following completion of the PMF Program.

c. Upon and after conversion to the competitive service, competitive procedures must be used to promote an employee to a higher grade or to place an employee in a career ladder position with a higher FPL other than was identified for the original appointment. Such actions must be processed in accordance with GSA's merit promotion plan, and are subject to the employee meeting all qualification and eligibility requirements.

4-7. Assessment assistance. By regulation at 5 CFR § 362.405(b)(6), OPM has the authority to request that agencies make fellows available to assist in the assessment process for subsequent PMF classes. Any interactive training provided to a fellow in connection with assisting OPM in the assessment process may be counted toward the minimum 80-hour annual training requirement.

4-8. Certification of Completion. Within 45 days of the two year anniversary of the fellow's appointment, the Executive Resources Board (ERB) will evaluate each fellow and determine whether it can certify the fellow's completion of the Program requirements. A fellow may not be converted to the competitive service without ERB certification.

4.9. Conversion. Upon completion of the program requirements and ERB certification, a fellow may be noncompetitively converted to a competitive service term or permanent position.

CHAPTER 5. DEFINITIONS

5-1. Pathways Programs participant. Any individual appointed under a Pathways Program.

5-2. Student. An individual accepted for enrollment or enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution, on a full or half-time basis (as defined by the institution in which the student is enrolled), including awardees of the Harry S. Truman Foundation Scholarship Program under Public Law 93-842. Students need not be in actual physical attendance, so long as all other requirements are met. An individual who needs to complete less than the equivalent of half an academic/vocational or technical course-load immediately prior to graduating is still considered a student for purposes of this Program.

5-3. Qualifying educational institution. The qualifying educational institution must be one of the following:

a. A public high school whose curriculum has been approved by a State or local governing body, a private school that provides secondary education as determined under State law, or a homeschool that is allowed to operate in a State;

b. Any of the following educational institutions or curricula that have been accredited by an accrediting body recognized by the Secretary of the U. S. Department of Education:

- (1) A technical or vocational school;
- (2) A 2-year or 4-year college or university;
- (3) A graduate or professional school (e.g., law school, medical school); or
- (4) A post-secondary home-school curriculum.

5-4. Certificate program. Post-secondary education, in a qualifying educational institution, equivalent to at least one academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum. "Short-term" training programs, e.g., several 2-week programs completed over a period of 2 years, are not considered an academic course of study.

5-5. Participant agreement. Written agreement between the employing agency and the Pathways participant. GSA must execute a Participant Agreement with each Pathways Program participant. See Appendix B.

5-6. Memorandum of Understanding (MOU). Written agreement between GSA and OPM that must be in effect before GSA can make any appointment under the Pathways Program. The MOU must be re-executed no less frequently than every 2 years.

5-7. Mentor. A senior- or journey-level GSA employee with whom each Pathways participant is paired who can provide the employee with the guidance and support needed to develop effectively in the workplace. The mentor does not have to be in the same occupational field as the Pathways participant, but should be approachable and available as a counselor to be able to properly advise on work-related and personal workplace issues that may arise. The mentor is a role model who shares his or her expertise with less experienced individuals in order to help them understand the workplace culture and effectively build workplace relationships.

5-8. Pathways Programs Officer. An agency employee in a position at the headquarters level, i.e., in GSA's Central Office, in a position at or higher than GS-12 or equivalent under the Federal Wage System (FWS) or other pay and classification system.

5-9. Trainer. An employee who provides on-the-job training to an intern or recent graduate when this role is filled by an individual other than the immediate supervisor.

Appendix B. Participant Agreements

- Intern Program Participant Agreement
- Recent Graduates Program Participant Agreement
- Presidential Management Fellows Program Participant Agreement



U. S. GENERAL SERVICES ADMINISTRATION

Intern Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ Appointment Not to Exceed (NTE) Date: _____ Program NTE Date: _____	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Position Title, Series and Grade	Pay
Intern's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> • Provide proof of enrollment as necessary • Notify the agency of any change in your enrollment status and/or work schedule • Maintain at least a half-time course load as defined by the educational institution • Remain in good academic standing (as defined by the school) • Adhere to an established work schedule • Adhere to the Internship Program requirements • Participate in agency training classes or programs • Perform, successfully, the assigned duties listed in your position description • Observe all workplace rules 	<ul style="list-style-type: none"> • Complete a Participant Agreement with each Intern • Verify enrollment and eligibility for continued participation in the Program • Provide information on the Intern Program requirements • Identify job duties and responsibilities • Help Intern create an IDP which must be completed 45 days from date of hire • Provide information on any special training requirements • Identify performance goals and evaluation criteria • Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule • Supervise daily work activities of the Intern
Educational Institution's Responsibilities	
<ul style="list-style-type: none"> • Furnish the agency with requested information, e.g., related to the student's field of study and academic standing. • Inform the agency Human Resources Office of any change in a student's status, including reports on a student's progress and performance. • May request and receive information concerning the student trainee's experience and progress on the job (as required to complete work/study program). 	<ul style="list-style-type: none"> • If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Intern is converted within the applicable timeframe (120 days from completion of all academic requirements).
Work Assignments (Enter brief description of duties or attach a position description)	

Program Requirements (Enter requirements for continuation and successful completion of Program)

Training Requirements (If applicable)

Mentoring (Enter requirements)

Evaluation Procedures. (Summarize elements on which the Intern's performance appraisal will be based)

Minimum Eligibility Requirements for Noncompetitive Conversion (if any).

To be eligible for conversion to the competitive service, an Intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Intern Program.
- Meet the OPM Qualification Standard for the position to which the Intern may be converted.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

It is important to remember that eligibility for conversion does not guarantee that GSA will decide to opt for conversion.

SIGNATURES:

Intern:

Print Name Above

Signature

Date

Hiring Official/Supervisor:

Print Name Above

Signature

Date

Human Resources Approving Official:

Print Name Above

Signature

Date

Educational Institution Representative:

Print Name Above

Signature

Date



U. S. GENERAL SERVICES ADMINISTRATION Recent Graduates Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
<p>Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)</p> <p>Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)</p>	<p>Monday _____</p> <p>Tuesday _____</p> <p>Wednesday _____</p> <p>Thursday _____</p> <p>Friday _____</p>
Position Title, Series and Grade	Pay
Recent Graduate's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> Adhere to the Recent Graduate Program requirements Adhere to an established work schedule Perform, successfully, the assigned duties listed in your position description Participate in agency training classes or programs Create an Individual Development Plan (IDP) with assistance from your manager. <ul style="list-style-type: none"> IDP must include at least 40 hours of formal interactive training IDP must be completed within 45 days of your date of hire IDPs must be created each year Select a mentor within 90 days of your date of hire. Your manager will assist you Attend regularly scheduled meetings with mentor 	<ul style="list-style-type: none"> Complete Participant Agreement with each Recent Graduate Provide information on the Recent Graduate Program requirements Establish a mutually agreeable work schedule Identify performance goals and evaluation criteria Help Recent Graduate create an IDP which must be completed 45 days from date of hire Assist Recent Graduate with the selection of a mentor within 90 days of date of hire <ul style="list-style-type: none"> Mentor must be at an appropriate level outside of the Recent Graduate's chain of command Provide information on any special training requirements <ul style="list-style-type: none"> Ensure Recent Graduate participates in at least 40 hours of formal interactive training Supervise daily work activities Identify performance goals and evaluation criteria <ul style="list-style-type: none"> If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program.
Work Assignments (Enter brief description of duties or attach a position description)	
Recent Graduates Program Requirements (Enter requirements for continuation and successful completion of Program)	

Recent Graduates Training Requirements (Identify any special training requirements)
40 hours of formal interactive training each year.
Mentoring (Enter instructions on process to select Mentor)
Evaluation Procedures (Summarize elements on which the Recent Graduate's performance appraisal will be based)
Minimum Eligibility Requirements for Noncompetitive Conversion. (If this position offers noncompetitive conversion, enter any agency specific requirements)
<p>To be eligible for conversion to the competitive service, the Recent Graduate must:</p> <ul style="list-style-type: none">• Be a U.S. citizen.• Successfully complete all Recent Graduate Program requirements.• Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted.• Maintain acceptable performance under the agency's approved performance management system. <p>It is important to remember that eligibility for conversion does not guarantee that GSA will decide to opt for conversion.</p>
SIGNATURES: Recent Graduate Program Participant:
Print Name Above Signature Date
Hiring Official/Supervisor:
Print Name Above Signature Date
Human Resources Approving Official:
Print Name Above Signature Date



U. S. GENERAL SERVICES ADMINISTRATION
Presidential Management Fellows Program
Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	
Position Title, Series and Grade	Pay
Fellow's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none">• Adhere to the Presidential Management Fellows Program requirements• Adhere to an established work schedule• Perform, successfully, the assigned duties listed in your position description• Observe all workplace rules• Create an Individual Development Plan (IDP) with assistance from your manager.<ul style="list-style-type: none">○ IDP must include at least 80 hours of formal, interactive training per year○ IDP must be completed within 45 days of your date of hire○ IDP must be completed each year• Select a Mentor within 90 days of your date of hire. Your manager will assist you.• Participate in agency training classes or programs• Attend regularly scheduled meetings with mentor	<ul style="list-style-type: none">• Complete Participant Agreement with each Fellow• Provide information on the Presidential Management Fellows Program requirements• Establish a mutually agreeable work schedule• Identify performance goals and evaluation criteria• Help Fellow create an IDP which must be completed 45 days from date of hire• Assist Fellow with the selection of a mentor within 90 days of date of hire<ul style="list-style-type: none">○ Mentor must be at the managerial level outside of the Fellow's chain of command• Provide information on any special training requirements<ul style="list-style-type: none">○ Ensure Fellow participates in at least 80 hours of formal, interactive training per year• Supervise daily work activities• Identify performance goals and evaluation criteria <ul style="list-style-type: none">• If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Fellow is converted at the end of Program.
Work Assignments (Enter brief description of duties or attach a position description)	
PMF Program Requirements (Enter requirements for continuation and successful completion of Program)	
PMF Training Requirements (Identify any special training requirements)	

80 hours of formal interactive training each year.

Mentoring (Enter instructions on process to select Mentor)

Evaluation Procedures (Summarize elements on which the Fellow's performance appraisal will be based)

Minimum eligibility requirements for noncompetitive conversion. Does this position offer non-competitive conversion?
(Include any agency specific requirements)

To be eligible for conversion to the competitive service, the Fellow must:

- Be a U.S. citizen.
- Successfully complete all PMF Program requirements.
- Meet the OPM Qualification Standard for the position to which the Fellow may be converted.
- Maintain acceptable performance under the agency's approved performance management system.
- Obtain ERB certification prior to conversion.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

SIGNATURES:

PMF Program Participant:

Print Name Above

Signature

Date

Hiring Official/Supervisor:

Print Name Above

Signature

Date

Human Resources Approving Official:

Print Name Above

Signature

Date

Appendix C. Intern Conversion Checklist

STUDENT NAME:	EDUCATION COMPLETION DATE:	
<p>Conversion requirements: Pathways Programs Intern participants may be noncompetitively converted to a term, career-conditional or career appointment if the following eligibility requirements are met:</p> <p>1. Work experience:</p> <p><input type="checkbox"/> Completed at least 640 hours of work experience that is related either to the Intern's academic or career goals and has been acquired through a Federal work study program while enrolled as a full- or part-time student seeking a diploma, degree or certificate¹.</p> <p>Check the appropriate box(es) below to indicate how the student acquired the 640 hours of creditable work experience required for conversion.</p> <p><input type="checkbox"/> Pathways Intern Program;</p> <p><input type="checkbox"/> Working in, but not for, a Federal agency pursuant to a formal work-study agreement comparable to an Intern Program agreement under 5 CFR 362.106 between the agency and an accredited academic institution, including experience as a Student Volunteer as defined in 5 CFR 308;</p> <p><input type="checkbox"/> Working in, but not for, a Federal agency, pursuant to a written contract comparable to an Intern Program agreement under 5 CFR 362.106 between the agency and an organization officially established to provide Intern experiences to students; - OR -</p> <p><input type="checkbox"/> As an active duty member of the armed forces of the United States (including National Guard and Reserves), as defined in 5 U.S.C.2101, and has been discharged or released from active duty in the armed forces under honorable conditions.</p> <p>Exception²: Up to 320 of the 640 work hours required for conversion may be waived if earned under a Pathways Intern appointment and the student has demonstrated high potential, as demonstrated by outstanding academic achievement and exceptional job performance.</p> <p><input type="checkbox"/> Outstanding academic achievement is demonstrated by an overall grade-point average of 3.5 or higher on a 4.0 scale; standing in the top 10% of the student's graduating class; and/or induction into a nationally-recognized scholastic honor society. Refer to OPM's Qualification Standards for General Schedule Positions for specific guidance on GPA, class standing and nationally-recognized honor societies; - AND -</p> <p><input type="checkbox"/> Exceptional job performance is demonstrated by the student's work-study supervisor's formal evaluation consistent with the agency's performance appraisal program established under an approved performance appraisal system.</p> <p>2. Qualifications and eligibility:</p> <p><input type="checkbox"/> Completed a course of academic study from an accredited school conferring a diploma, certificate or degree within the 120-day period preceding the conversion;</p> <p><input type="checkbox"/> Student received a favorable recommendation by an official of the agency in which the job-related skills were acquired;</p> <p><input type="checkbox"/> Student meets the qualification standards for the position in which he or she will be appointed; - AND -</p> <p><input type="checkbox"/> Student is a U.S. Citizen</p> <p>Probationary Period Requirements: Experience gained as a Pathways Intern can be credited toward completion of the one-year probationary period if the following conditions are met:</p> <p><input type="checkbox"/> Student will be converted to a career-conditional or career appointment;</p> <p><input type="checkbox"/> The work experience was gained in the same agency;</p> <p><input type="checkbox"/> The work experience is in the same line of work; - AND -</p> <p><input type="checkbox"/> The work experience is followed by no more than a single break in service that does not exceed 30 calendar days. Leave without pay in excess of 22 work days is not creditable.</p>		
Approvals: Print Supervisor's Name:	Signature:	Date:
Print HR Specialist's Name:	Signature:	Date:

¹ Eligible certificate programs are those issued from qualifying educational institutions and that are equivalent to at least one academic year of full-time study that is part of an accredited college-level, technical, trade, vocational or business school curriculum [5 CFR 362.102].

² This exception should rarely, if ever, be applied. Prior to making the Pathways Intern appointment, it should be determined that the projected time frame needed to complete the educational program will be sufficient to allow completion of the required 640 work-experience hours.

Appendix D. Intern Performance Planning Template

Pathways Participant Performance Planning Template –

STUDENT NAME:		PLAN DATE:	
ORGANIZATION:			
POSITION TITLE, SERIES, GRADE:			
PERFORMANCE OBJECTIVES: By choosing to complete this worksheet, you have taken a proactive step towards capturing feedback and documenting your contributions. Participant contributes to the accomplishment of the organizational goals by:			
Participant completes assignments as instructed		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Participant seeks clarification where necessary to complete assignments		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Participant completes work products timely and thoroughly		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Participant when directed seeks additional assignments upon completion of assigned workload		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Participant when directed assists team members and other colleagues in completion of projects or assignments upon request.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Participant researches and suggests methods to improve work processes or products		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Part 1: List Major Projects &/Or Tasks

Employee Name: [Click here to enter text.](#)

No.	Project Name & Major Task(s)			Dates: (Timeframe during which the employee will serve on the project or task (More can be added))
1	Click here to enter text.	Click here to enter text.	Click here to enter text.	

Part 2: List Major Projects &/Or Tasks deliverables.

Project Deliverables

No.	Project & Major Goals (The goal(s) of the team)	Plan: (Include the employee's role and primary duties)	Assignment Expectations: (Include the employee's required milestones, expectations, deliverables and timeframes to be achieved)
1	Click here to enter text.	Click here to enter text.	Click here to enter text.

Part 3: Project &/Or Task Establishment.			
Project Confirmation (Sign at initiation)			
No.	Supervisor Signature		Employee Signature (I understand my signature does not constitute agreement or disagreement with the plan, but merely verifies I have received the information.)
1	Click here to enter text.	Click here to enter text.	Click here to enter text.
Part 4: Project &/Or Major Task Feedback.			
Project Confirmation			
No.	Project & Major Tasks Results (Describe the results of the employee required expectations, and deliverables? Please address each expectation, and deliverable listed in the assignment expectation section.)		Feedback: (Please address positive contributions the employee made. What worked well? What didn't work well? Please address any areas of improvements, or suggested training.)
1	Click here to enter text.	Click here to enter text.	Click here to enter text.
Part 5: Project &/Or Major Task Closeout.			
Project Completion (Sign at completion)			
No.	Supervisor Signature		Employee Signature (I understand my signature does not constitute agreement or disagreement with the plan, but merely verifies I have received the information.)
1	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p><i>Instructions: Supervisor must present and discuss this form with Intern NTE and address questions before requiring signature. Plan must be issued within 60 days of Intern NTE appointment.</i></p> <p><i>This form is intended to gain feedback from supervisors on employee individual contributions to projects, major tasks, team goal(s) and objective(s). All information documented on this form will be shared with the employee.</i></p> <p><i>This form is intended to be used for Pathways interns who will be working for GSA less than 120 days.</i></p> <p><i><u>For permanent positions, reassignments, details and temporary promotions of 120 days or more do not use this form.</u> When employees are moved to another position within GSA, a performance plan should be communicated to the employee as soon as feasible (normally within 30 days) after the beginning of the change for 120 days or more.</i></p>			